

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR VI -
Research and Evaluation

SALARY GROUP: B23

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Tarik H. Shakir DATE: 08/02/2021

POSITION #: 100181

I. JOB SUMMARY

Performs advanced administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, and procedures; developing schedules, priorities, and standards for achieving program goals; monitoring and evaluating program activities; developing and evaluating budget requests; coordinating program activities; and supervising the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in the planning, organization, and coordination of the activities and operations of the Research and Evaluation program area; plans, implements, coordinates, monitors, and evaluates research studies, data quality improvement projects, statistical reports, and ad hoc requests; participates in the development and implementation of program guidelines, policies, and procedures; and monitors compliance with policies and procedures.
- B. Establishes program goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; participates in program evaluation activities; coordinates evaluation studies for CJAD staff and Community Supervision and Corrections Departments (CSCDs) regarding the effectiveness of community supervision programs and Battering Intervention Prevention Programs (BIPPs).
- C. Conducts and provides guidance on program analyses and research studies; compiles statistics from the Texas Risk Assessment System (TRAS), Community Supervision Tracking System (CSTS) and the Intermediate System of CSTS (ISYS), CJAD's integrated database, BIPP Monthly Activity Report data, Department of Public Safety criminal history data, and other CJAD data systems for reports, evaluations, fact sheets, and research studies; and designs SPSS syntax for data analysis with accompanying documentation.
- D. Prepares program management and productivity reports and studies; conducts quality improvement efforts with CSCDs and BIPPs to include site visits, consultation with auditors during desk audits, and solution testing with Information Systems; and oversees analyses and quality assurance projects to ensure that CSCD reports are accurate and complete.

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- E. Reviews grant applications and strategic plans to advise CJAD staff of appropriate program coding for data reporting from CSCDs; develops manuals, instructions, training, and webinars regarding data improvement topics; and prepares and conducts seminars and presentations.
- F. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- G. Supervises the work of others; and provides training and technical assistance on program issues and services.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Public Administration, Criminal Justice, Research Methods, Statistics, Political Science, Sociology, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
- 2. Six years full-time, wage-earning research, data analysis, or statistical analysis experience.
- 3. Experience in the supervision of employees preferred.
- * Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

- 1. Knowledge of the principles and practices of public administration and management.
- 2. Knowledge of research methods, principles, techniques, and philosophies.
- 3. Knowledge of statistical concepts, methods, and their application to research analysis.
- 4. Knowledge of measurement, testing, and evaluation.

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5. Knowledge of standard and appropriate research sources and texts.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to review technical data and prepare technical reports.
11. Skill to develop database queries and extract data from relational databases.
12. Skill to identify research areas and recommend priorities on the basis of need and available resources.
13. Skill in the use of statistical and analytical software programs.
14. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
15. Skill to train others.
16. Skill to supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.